ROBERT SMITH

Export Agent I

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Seeking an Export Agent position, to expand knowledge while demonstrating talent and skills for the benefit of the company as well as for personal growth and professional advancement.

EXPERIENCE

Export Agent I
ABC Corporation - 2003 – 2009

- Track and follow in all shipments/modes. Invoices customer/overseas agents/vendor, etc.
- Arrange, book and confirm cargo space on flights.
- Work directly with shipping lines, air carrier Prepares AWB, bill of landing.
- Able to answer inquires from customers and overseas agents independently liaise with customs brokers, marine & terminal operations.
- Organize and coordinate of Import/Export/Domestic shipments, including hazmat cargo, oversized shipments.
- Prepare AWB, B/L, invoices, consolidations, Dangerous goods documentation, SED Hazardous Materials and TSA certified.
- Assist in all customer service related problems and finding solutions to fulfill the customers needs.

Export Agent
Delta Corporation - 2013 – 2016

- Creation and manipulation of airway bills for airline and truck use Processing and coordination of export shipments Data capture and processing of .
- Duties and Responsibilities Handling land and ocean shipments, exports Prepare all documents related to cargo shipping Route and arrange export .
- Awareness of export regulations for each country & documentation requirements Daily tracking & follow up on all shipments/modes Invoice customer/.
- HAWB Create HAWB by coordinating with shippers and airport gateway.
- Always provide timely and well-thought service by knowing the details Invoicing Create freight charge invoice and destination invoice for shippers .
- Coordinate pallets on flights,.
- Document shipments to ensure that they are in compliance with Customs rules and regulations for clearance.

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EDUCATION

- Bachelor's in Arts- 2003(Florida Career College - Miami, FL)

SKILLS

Warehouse Management, MS Office.